

1760  
1750

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

---

05/25/2005  
Revised

**TITLE:                   OFFSET DUPLICATING EQUIPMENT OPERATOR I**  
**OFFSET DUPLICATING EQUIPMENT OPERATOR II**

**DEFINITION**

Under Supervision, to operate offset duplicating machines, cameras and platemaking equipment, and related equipment in the reproduction of varied printed of typewritten material; and to do related work as required.

**REPORTS TO:**

**SUPERVISION RECEIVED AND EXERCISED**

**DISTINGUISHING CHARACTERISTICS**

**Offset Duplicating Equipment Operator I**

This is the entry level class in offset duplicating equipment operation series. Incumbents in the class receive training and learn to operate offset duplicating machines and related printing equipment. Employees work under close supervision while being trained and gradually work more independently as knowledge and skills are acquired. More of the routine work is assigned to this class. Under this training concept, positions assigned to the class of Offset Duplicating Equipment Operator II, which became vacant, may reasonably be filled at the Offset Duplicating Equipment Operator I level.

**Offset Duplicating Equipment Operator II**

This is the journey level class which is assigned wider responsibilities and more difficult duties. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Under supervision, the incumbents independently operate all offset duplicating machines and related equipment in the reproduction of the more difficult material and may provide training on the operation of these machines.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Operate, Clean and make minor repairs and adjustments to offset duplicating machines in producing a considerable volume and variety of printed materials.
- Prepare photographic negatives for offset press platemaking.
- Operate and make minor adjustments to automatic collating, inserting, folding and sorting machines.
- Prepare printed material for storage or delivery.
- Bind forms, reports and similar items by use of lig glue, stapling or spirro or velo binding.
- Keep records of materials and supplies used.
- Perform manual, clerical and messenger work in the receipt and distribution of mail and small parcels.

## **QUALIFICATIONS**

### **Offset Duplicating Equipment Operator I**

#### **Knowledge of:**

- 

#### **Ability to:**

- Lean to operate offset printing and related equipment.
- Understand and carry out oral and written directions.
- Make simple arithmetic calculations and write legibly.
- Operate small delivery van.
- Work overtime as required.

### **Offset Duplicating Equipment Operator II**

#### **Knowledge of:**

- Operation and basic maintenance requirements of offset duplicating and related equipment including collators, platemakers, folding machines and cameras.
- Variety of uses to which offset duplicating machinery can be put, and the various types of reproduction plates used.
- Paper, ink and other supplies used in duplicating processes including weights, types and uses of paper.

#### **Ability to:**

- Plan and schedule work according to standard and special work orders and assignments.
- Operate and make minor repairs to offset duplicating and related equipment.

#### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Offset Duplicating Equipment Operator I**

Education: Equivalent to completion of twelfth grade. Courses in offset duplicating and related equipment operation and basic maintenance are highly desirable.

Experience: None required.

### **Offset Duplicating Equipment Operator II**

Education: Equivalent to completion of twelfth grade. Courses in offset duplicating and related equipment operation and basic maintenance are highly desirable.

Experience: One year of experience performing duties comparable to those of an Offset Duplicating Equipment Operator I in the City of Riverside.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:**

**TO:**